

1.0 Department of Administrative Services

Summary

The Department of Administrative Services (DAS) was created in 1981 by the Utah Administrative Services Act. The Act sets forth eight purposes for the creation of the Department.

1. Provide specialized agency support services commonly needed;
2. Provide effective, coordinated management of state administrative services;
3. Clarify the powers and duties of the various administrative services agencies
4. Serve the public interest by providing services in a cost-effective and efficient manner, eliminating unnecessary duplication;
5. Enable administrators to respond effectively to technological improvements;
6. Emphasize the service role of state administrative service agencies in meeting the service needs of user agencies;
7. Permit flexibility in meeting the service needs of state agencies;
8. Protect the public interest by insuring the integrity of the fiscal accounting procedures and policies which govern the operation of agencies and institutions to assure that funds are expended properly and lawfully.

Overall, the DAS budget accounts for 0.6 percent of all tax funds expended in the state of Utah. Since 1993, the adjusted base budget for DAS has grown by approximately 5 percent total. The following table and chart reflect the DAS budget since 1993.

Department of Administrative Services	FY 1993	FY 1994	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999
Total Budget	\$24,727,800	\$24,719,900	\$23,122,300	\$21,781,100	\$23,411,800	\$25,587,000	\$29,126,300
Change		-0.03%	-6.46%	-5.80%	7.49%	9.29%	13.83%
Fuel Mitigation	(3,116,900)	(4,924,600)	(2,237,000)	(1,361,800)	(2,121,600)	(1,991,200)	(1,482,400)
Y2K					(127,900)	(1,401,800)	(4,400,900)
Indigent Defense Fund					(100,000)	(205,000)	(235,000)
Boards and Commissions						(65,000)	
Army Reserve Relocation						(100,000)	
LM CLC							(100,000)
Navajo Trust Fund Litigation	(29,100)	(85,700)	(87,900)	(50,600)			
Judicial Conduct Commission						(187,600)	(264,300)
Veterans Representation	(78,600)						
Adjusted Total	\$21,503,200	\$19,709,600	\$20,797,400	\$20,368,700	\$21,062,300	\$21,636,400	\$22,643,700
Change		-8.34%	5.52%	-2.06%	3.41%	2.73%	4.66%
Cumulative Change			-3.28%	-5.28%	-2.05%	0.62%	5.30%

DAS Financing

Administrative Services	FY 1999	FY 2000	
Financing	Estimated	Analyst	Difference
General Fund	\$17,287,600	\$16,709,300	(\$578,300)
General Fund (One-time)	2,442,900		(2,442,900)
Total General Fund	\$19,730,500	\$16,709,300	(\$3,021,200)
Uniform School (One-time)	1,290,000		(1,290,000)
Federal Funds (One-time)	125,000		(125,000)
Dedicated Credits	2,003,700	1,947,800	(55,900)
Transportation	450,000	450,000	
Restricted	350,000		(350,000)
GFR - ISF Overhead	1,548,000	1,318,700	(229,300)
Other 1	888,800	309,500	(579,300)
Beginning Nonlapsing	3,065,100	324,800	(2,740,300)
Closing Nonlapsing	(324,800)		324,800
Lapsing	-		
Total	\$29,126,300	\$21,060,100	(\$8,066,200)
	FY 1999	FY 2000	
Programs	Estimated	LFA Base	Difference
Administrative Rules	\$287,800	\$259,500	(\$28,300)
Archives	1,829,700	1,820,700	(\$9,000)
Executive Director's Office	814,300	851,100	\$36,800
EDO Fuel Mitigation	1,482,400		(\$1,482,400)
DFCM Administration	3,058,900	2,953,900	(\$105,000)
DFCM Facility Mgmt.	2,517,700	2,519,000	\$1,300
Finance	10,745,100	9,789,100	(\$956,000)
Finance - Mandated	4,792,700	120,000	(\$4,672,700)
Judicial Conduct Comm.	264,300	216,900	(\$47,400)
Purchasing	1,307,600	1,298,800	(\$8,800)
ITS	1,812,500	1,056,100	(\$756,400)
Debt Collection	213,300	175,000	(\$38,300)
Total	\$29,126,300	\$21,060,100	(\$8,066,200)

**2.0 Budget
Highlights**

The Analyst's recommendation reflects a base budget that is approximately \$8 million less than last year. The reduced recommendation is the result of the elimination of one-time funds, the expenditure of carry forward balances and a reduction in expenses related to Internal Service Funds. The following table accounts for the major sources of reductions.

Major Savings Sources	FY 2000
ISF Rate Impact	(\$578,300)
Y2K Funding	(4,400,900.00)
Fuel Mitigation	(1,482,400.00)
	<u>(\$6,461,600)</u>

3.0 Department of Administrative Services Financial Summary

Administrative Services	FY 1998	FY 1999	FY 2000	
Financing	Actual	Estimated	Analyst	Difference
General Fund	\$19,775,500	\$17,287,600	\$16,709,300	(\$578,300)
General Fund (One-time)	100,000	2,442,900		(2,442,900)
Total General Fund	\$19,875,500	\$19,730,500	\$16,709,300	(\$3,021,200)
Uniform School (One-time)	673,700	1,290,000		(1,290,000)
Federal Funds (One-time)	207,100	125,000		(125,000)
Dedicated Credits	2,058,100	2,003,700	1,947,800	(55,900)
Transportation	453,400	450,000	450,000	
Restricted		350,000		(350,000)
GFR - ISF Overhead	1,514,900	1,548,000	1,318,700	(229,300)
Other 1	1,185,000	888,800	309,500	(579,300)
Beginning Nonlapsing	2,800,200	3,065,100	324,800	(2,740,300)
Closing Nonlapsing	(3,065,100)	(324,800)		324,800
Lapsing	(115,800)			
Total	\$25,587,000	\$29,126,300	\$21,060,100	(\$8,066,200)
Expenditures				
Personal Services	\$11,831,500	\$12,006,900	\$11,995,600	(\$11,300)
In-State Travel	66,700	53,200	57,000	3,800
Out-of-State Travel	58,100	51,600	48,600	(3,000)
Subtotal Travel	\$124,800	\$104,800	\$105,600	\$800
Current Expense	6,669,600	9,281,500	3,967,600	(5,313,900)
Data Processing	5,469,100	5,877,300	4,921,800	(955,500)
DP Capital	348,900	438,700	57,600	(381,100)
Capital Outlay	920,600	1,240,000		(1,240,000)
Pass-Through	222,500	177,100	11,900	(165,200)
Total	\$25,587,000	\$29,126,300	\$21,060,100	(\$8,066,200)
FTE Standard	208.3	209.0	207.7	(1.3)
FTE Building Block				
Total	208.3	209.0	207.7	(1.3)

4.0 Department of Administrative Services
Summary of Line Items

Administrative Services	FY 1997	FY 1998	FY 1999	FY 2000
Financing	Actual	Actual	Estimated	Analyst
General Fund	\$18,075,700	\$19,775,500	\$17,287,600	\$16,709,300
General Fund (One-time)		100,000	2,442,900	
Total General Fund	\$18,075,700	\$19,875,500	\$19,730,500	\$16,709,300
Uniform School (One-time)		673,700	1,290,000	
Federal Funds (One-time)		207,100	125,000	
Dedicated Credits	1,120,300	2,058,100	2,003,700	1,947,800
Transportation	1,300,000	453,400	450,000	450,000
Restricted			350,000	
GFR - ISF Overhead	1,135,000	1,514,900	1,548,000	1,318,700
Other 1	200,000	1,185,000	888,800	309,500
Beginning Nonlapsing	3,134,000	2,800,200	3,065,100	324,800
Closing Nonlapsing	(2,776,000)	(3,065,100)	(324,800)	
Lapsing	(33,300)	(115,800)		
Total	\$22,155,700	\$25,587,000	\$29,126,300	\$21,060,100
Expenditures				
Personal Services	\$10,612,900	\$11,831,500	\$12,006,900	\$11,995,600
In-State Travel	2,900	66,700	53,200	57,000
Out-of-State Travel	83,800	58,100	51,600	48,600
Subtotal Travel	\$86,700	\$124,800	\$104,800	\$105,600
Current Expense	6,315,100	6,669,600	9,281,500	3,967,600
Data Processing	5,017,900	5,469,100	5,877,300	4,921,800
DP Capital	74,300	348,900	438,700	57,600
Capital Outlay	41,100	920,600	1,240,000	
Pass-Through	7,700	222,500	177,100	11,900
Total	\$22,155,700	\$25,587,000	\$29,126,300	\$21,060,100
FTE Standard	213.0	208.3	209.0	207.7
FTE Building Block	-	-	-	-
Total	213.0	208.3	209.0	207.7